

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-033

OPENING DATE: 13 February 2004

CLOSING DATE: 15 March 2004

ANTICIPATED FILL DATE: 2 May 2004

POSITION TITLE AND NUMBER

Information Technology Specialist (Network)
PDCN 90033C/W/E00, MD #: TBD

UNIT/ACTIVITY AND DUTY LOCATION

DCSI M (J6)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Special Salary Rate)

GS-2210-12 \$59,078.00 - \$76,804.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of and skill in applying network design principles and concepts, network architecture principles and concepts, network protocols; remote access technology concepts, network operation and maintenance concepts and methods, network management tools, configuration management concepts and practices; network topology concepts; network optimization techniques; and acquisition management policies.
2. Skill in configuring hubs, switches, and routers, monitoring network performance, performing network diagnostics, analyzing network traffic patterns, installing network software fixes and upgrades.
3. Skill in establishing connectivity between remote sites, creating network maps, troubleshooting network problems (outages), developing and implementing configuration management plans for complex LANs and WANs.
4. Knowledge of and skill in implementing and testing of the installation COOP plan to ensure system operation functionality and security in the event of a natural disaster or catastrophic system failures.
5. Skill in modifying and adapting existing network configuration, protocol, and user files.
6. Skill in modifying workstation and server configurations to support addition and deletion of peripheral devices.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Officer, Warrant Officer or Enlisted position in the NCARNG is mandatory. (Off: 25 and 53; WO: 25, 918B, 920A, 920B; Enl: CMF 31 and 74)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified).

PRINCIPLE DUTIES AND RESPONSIBILITIES: Responsible for ensuring the correct configuration of network devices. Develops methods and procedures and coordinates corrective action to optimize network performance. Researches, tests and evaluates software packages which provide performance measurements of the WAN. Develops the standard configuration software loads for all network devices. Develops benchmarks and performance measurements and evaluation data to manage network servers and data communication devices to support normal and surge workload. Works with technical support personnel in resolving critical problems. Uses remote management software tools to maintain and update configuration, protocol and user/system files. Develops and maintains documentation regarding network configuration, operating procedures, necessary to maintain the reliability of the network. Documents how user data is stored and protected on network storage devices. Coordinates appropriate action to ensure backup processes are completed. Determines the use of network devices such as servers, workstations, and peripheral devices, and remote access systems. Responsible for implementation of configuration management plans for complex LANs and WANs with supported elements to include; headquarters staff elements, tenant activities, state government, regional operating activities and national agencies. Initiates appropriate measures to maintain network security. Develops plans and procedures for remote installation of applications and upgrades using state of the art software distribution methods. Oversees the distribution of applications and upgrades ensuring compliance with regulations and copyright laws. Establishes procedures to maintain accurate records of authorized users of distributed software.

Instructs lower graded information technology (IT) specialists in the administration and maintenance of the installation's network devices. Establishes network trust relationships. Recommends standard operating procedures for all devices on the network. Directs the review and evaluation of proposed software. Prepares briefings and presentations on the complexities of the installation network. These briefings provide the basis for long-range decision planning relating to IT network project management. Directs the analysis of equipment and software reliability and utilization reports to identify and define problem areas and to establish end-to-end systems performance levels. Writes policy and plans for the installation continuity of operations plan (COOP). Serves as network administrator responsible for configuring hubs, and switches, monitoring network performance, performing network diagnostics, analyzing network traffic patterns; and installing network software fixes and upgrades. Conducts performance tuning activities designed to optimize data management processes and recommends performance enhancements such as increasing storage capacity or modifying interfaces. May be assigned to assist the chief by performing limited leader responsibilities. Distributes and balances workload among employees. Gives on-the-job training to lower-graded employees. Approves leave for assigned employees. Provides input into annual performance appraisals. Resolves simple complaints and grievances, referring the more serious ones to the supervisor. Recommends training needs for employees. Provides input to the supervisor concerning selections, promotions, reassignments, recognition of outstanding performance.

Performs other duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

